

BOARD MEETING DATE: May 3, 2013

AGENDA NO. 10

PROPOSAL: Authorize Purchase of Audio-Visual System Upgrade

SYNOPSIS: On December 7, 2012, the Board approved release of an RFP to select a vendor capable of implementing SCAQMD's engineering design and installing a new fully functional, cost-effective, state-of-the-art audio-visual system at the SCAQMD Diamond Bar headquarters. As a result of successful responses to this RFP, Digital Networks Group, Inc. was identified as capable of providing the audio-visual system upgrade. This action is to approve purchase of an audio-visual system upgrade from Digital Networks Group, Inc.

COMMITTEE: Administrative, April, 12, 2013, Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer \$1,196,952 from the General Fund, Undesignated Fund Balance to the Infrastructure Improvement Fund for the purchase of an audio-visual system upgrade.
2. Authorize the Executive Officer to execute a contract to purchase an audio-visual system upgrade from Digital Networks Group, Inc. at a cost not to exceed \$1,196,952 from the Infrastructure Improvement Fund.

Barry R. Wallerstein, D.Env.
Executive Officer

JCM:MAH:RG:agg

Background

On December 7, 2012, the SCAQMD released RFP #P2013-12 for Audio-Visual System Upgrade. The purpose of the RFP was to solicit proposals from qualified firms to upgrade SCAQMD's outdated audio-visual system at its Diamond Bar headquarters. The current system was designed and installed as a state-of-the-art system in 1991. A detailed engineering analysis and design for modernizing the system was recently completed. The detailed engineering drawings and audio-visual equipment specified in the design provided the information required for response to the RFP. The existing

analog audio-visual infrastructure will be replaced with a new digital HDTV capable system. Aside from the latest technology and three-year maintenance service, it will have a new, clean, modern look-and-feel, including:

- a large video wall
- dais full-color flat screen with touch panel displays
- modern-styled gooseneck microphones
- fully modernized voting system
- large direct presentation monitors
- new sound and lighting systems

SCAQMD is seeking a vendor who can implement the SCAQMD's engineering design to upgrade the existing audio-visual system. This project will include the purchase, installation (with minimal downtime), test, and deployment of the new, cost-effective, state-of-the-art audio-visual system.

SCAQMD headquarters audio-visual system includes a conference center with a 350-seat auditorium where SCAQMD's 13-member Board meets, a smaller board conference room, a quasi-judicial hearing chamber, a theater-style training room, various multi-purpose conference rooms, and remote audio/video capability in the cafeteria, lobby, and other areas of the building. SCAQMD conducts monthly Board meetings and holds a variety of workshops and other types of meetings in the auditorium. The conference center is also used by a number of outside agencies, including the city of Diamond Bar, which meets biweekly in the auditorium and broadcasts city council meetings over the local cable channel.

In November 2012, TECADS, Inc. was hired to develop a detailed design and technical specification for a new state-of-the-art audio-visual system which meets the functional requirements of SCAQMD.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to the entire South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's Web site (<http://www.aqmd.gov>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

Bid Evaluation

Twenty copies of the RFP were mailed out and 22 vendors attended the mandatory bidders conference held on December 20, 2012. Five bids were received in response to the RFP when final bidding closed at 1:00 p.m. on February 6, 2013. None of the five bids were from disabled veteran owned, women-owned, certified minority owned, or non-certified minority-owned business enterprises.

The panel evaluated the five proposals based on criteria specified in the RFP, which included completeness of response, cost, understanding of the requirements, contractor qualifications, and references regarding past experience.

Attachment A reflects the evaluation of the bids and the respective ratings. The evaluation committee gave the highest rating to Digital Networks Group, Inc. Staff recommends that the Board award the contract to Digital Networks Group, Inc. for the purchase and installation of an audio-visual system upgrade in the amount of \$1,196,952.

Panel Composition

The five-member evaluation panel consisted of a Design Consultant from TECADS, Inc., a Network Administrator from Riverside County, and three staff from Information Management: an Audio Visual Specialist, a Systems and Programming Supervisor, and a Technology Implementation Manager. The panel composition was five Caucasian; five male.

Resource Impacts

Funds for this expense are available in the General Fund, Undesignated Fund Balance and will be transferred to the Infrastructure Improvement Fund, which was created for the purpose of accounting for this type of large infrastructure project. The project was not included in the projected FY 2012-13 ending General Fund Balance and will result in a reduction in the projected FY 2012-13 ending General Fund Balance to an amount equal to 22% of General Fund revenues, as compared to 23%.

Attachment

A - Evaluation of Respondents to RFP #P2013-12

ATTACHMENT A

Summary of Evaluation of Respondents to RFP #P2013-12

Five proposals were received in response to this RFP. They were from AVI Systems; CCS Presentation Systems; Digital Networks Group, Inc.; Integrated Media Systems; and Spinitar.

Standard Services Criteria (70 points maximum)

	Proposer				
	AVI Systems	CCS Presentation Systems	Digital Networks Group, Inc	Integrated Media Systems	Spinitar
Panel Average	60	59	69	56	57

Cost (30 points maximum)

	Proposer				
	AVI Systems	CCS Presentation Systems	Digital Networks, Inc	Integrated Media Systems	Spinitar
Bid Amount	\$1,752,844	\$1,362,928	\$1,196,952	\$1,229,834	\$1,347,520
Panel Average	16.1	25.8	30	29.2	26.2

Additional Points (15 points maximum)

	Proposer				
	AVI Systems	CCS Presentation Systems	Digital Networks, Inc	Integrated Media Systems	Spinitar
Small Business or Small Business Joint Ventures Points (Maximum = 10)	0	0	0	10	0
DVBE or DVBE Joint Ventures Points (Maximum = 10)	0	0	0	0	0
Use of DVBE or Small Business Subcontractors Points (Maximum = 7)	0	0	0	0	7
Low-Emission Vehicle Business Points (Maximum = 5)	0	0	0	0	0
Local Business (Non-EPA Funded Projects) Points (Maximum = 5)	0	0	5	5	5
Off-Peak Hours Delivery Business Points (Maximum = 2)	0	0	0	0	0
Panel Average	0	0	5	15	12
Total	76	84	104	100	95